

REGULAR MONTHLY MEETING OF THE STEPHENS CITY TOWN COUNCIL
TUESDAY, April 7, 2009
7:30 p.m.

Mayor Ray Ewing called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance.

Vice Mayor Shull gave the invocation.

Roll call showed the following present:

Vice Mayor Shull, Council member Ron Bowers, Council member Linden A. Fravel, Jr.,
Council member Michael Grim, Council member James Harter, Council member Hollis.

Staff present: Mike Kehoe, Town Manager; Brian Henshaw, Town Planner; David Griffin, Town Attorney, Kathy Monk, Town Treasurer; Dianne MacMillan, Town Clerk; Charlie Bockey, Police Department

Press: None present

Guests: Evan Wyatt, Greenway Engineering;

AGENDA

Mayor Ewing asked that the Agenda be approved. Council member Grim moved to adopt the agenda and the motion passed.

PUBLIC COMMENTS

None

PUBLIC HEARINGS

A. West Wynd – Final Subdivision Plan

Mayor Ewing asked the Town Planner, Brian Henshaw for a brief background on the topic of the public hearing. Mr. Henshaw reported that the Planning Commission had reviewed and approved the final subdivision plan at the last meeting.

Mayor Ewing opened the public hearing and asked for comments or questions. There being none, the public hearing was closed.

MINUTES – March 3, 2009 Regular Meeting

Council member Shull moved for approval of the minutes of March 3, 2009 as presented and the motion carried by the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye

TREASURER'S REPORT

The Mayor asked for questions or comments in the matter of fund balances and there were none. The Treasurer's report was accepted as presented.

POLICE REPORT

Chief Bockey briefly outlined the activities of the Police Department for the last month. The Police report was accepted as presented.

ACTION AGENDA

A. Approval of West Wynd Final Subdivision Plan

Mr. Henshaw said the preliminary presentation was heard at the last Council meeting. He added that he would recommend that any future site plan should be approved by staff.

Council member Fravel moved that the Stephens City Town Council approve the final West Wynd Subdivision (identified as tax parcels 74A1-A-5; 74A1-A-24; 74A2-A-2B; 74A2-A-30; 74A2-1-31A; 74A2-1-31C; 74A2-1-31D) with final site plan approval made by administrative staff. The motion passed with the following vote:

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye

COMMITTEE REPORTS

A. Finance Committee – Joseph Hollis, Chair

Council member Hollis said all council members received a copy of the draft budget which reflected a 6% overall increase from the current year's total combined funds due primarily to additional projections for cigarette tax revenue and availability fees. He noted that the general fund increased approximately 5% and the utility fund by 7%; and there were no tax rate increases

or fee increases included. Council member Hollis stated that the CIP has been approved by the Planning Commission. He added that it was an austere budget as it was not a year for a lot of fluff. Council member Hollis moved that the town Council advertise the budget for Public Hearing at the May Council meeting.

Recorded Vote:

Vice Mayor Shull	-	Aye
Council member Bowers	-	Aye
Council member Fravel	-	Aye
Council member Grim	-	Aye
Council member Harter	-	Aye
Council member Hollis	-	Aye

C. Water and Sewer Committee – Jov Shull, Chair

Vice Mayor Shull said that the committee had a discussion with the Town Engineer about the waste water contract with Frederick County. She said there were a number of items discussed including the stimulus grants that could be used for on-going and future projects for the town.

PLANNER’S REPORT – Brian Henshaw

Town Planner, Brian Henshaw advised that the joint land use plan was scheduled for Public Hearing at the Frederick County Board of Supervisors meeting Wednesday night. He reported that the Planning Commission held public hearings on both the CIP and the official zoning map and recommended approval of both to the Town Council.

Mr. Henshaw reported that the Stephens City Business Association sponsored another event the previous Friday – Hop In at the Commons - which was extremely successful. He said that it was well attended and a lot of fun for the residents. He added that the event had received positive feedback. He said it was also resulting in a lot of good publicity for the Association. He advised that there would be another networking business social on April 30 at 6pm at Blue Ridge Martial Arts and future events in the planning stages included a Stephens City business expo on the commons and a shop local project.

Mr. Henshaw said that the Town would be participating in the Virginia Go-Green initiative this year and he would be bringing ideas for the project later in the year.

He reported that the joint retreat was a success and there were discussions by the Planning Commission about making the event a bi-annual or annual event.

Mr. Henshaw reported that there were some changes on the CIP that came out of the discussion by Planning Commission and he would provide copies of the changes for review by Council. Mayor Ewing asked if any of the changes would affect the current figures. Mr. Henshaw said there were only editorial changes. Mr. Kehoe said the CIP would be advertised for Public Hearing at the May Council meeting.

Council member Hollis asked if everything was resolved with the County as far as the joint land use issue. Mr. Henshaw said he had heard mixed opinions and would wait until the Board of Supervisors meeting to see what happens. He said everyone should remember that the annexation area is now part of the town and should not be referred to as the annexation area anymore. He noted that the Town would always try to follow the comprehensive plan but sometimes things arise that have to be addressed by Council and the important thing was to mitigate impacts. He also stated that the final decision lay with the town. Mayor Ewing said he and Mr. Henshaw would be attending the Board of Supervisors meeting.

TOWN MANAGER'S REPORT – Mike Kehoe

1. Mr. Kehoe said he would like to recognize Virginia Concrete Company for sweeping the streets in the past week. He said they made three passes on Wednesday and three on Thursday as a civic service and they would like to reschedule for sweeping later in the year. He said he also heard from VDOT that they will be sweeping the streets this week as well.
2. He said the town had started using the new kiosk that the scouts put up at the Commons. He said there had been some use by private advertising and a notice would be posted regarding this.
3. Mr. Kehoe also reported the town has received one audit proposal for 2008-2009 year and more were expected by the 17th of the month. Mr. Hollis reported that the town still had not received the 07-08 audit. Mr. Kehoe stated that this made the CIP difficult to budget. He added that the general fund and water/sewer funds were fairly precise.
4. He also advised that the Town did have to call the bond on Mulberry Terrace Subdivision to finish portions of the project such as landscaping, guttering and concrete repairs in order to turn the street over to VDOT. He added that the cost might exceed the bond and the Town should require higher bond amounts on projects.
5. Mr. Kehoe reported that the twenty year VRA loan for the sewer system was paid off.
6. He said that the Newtown Heritage Festival was coming up and there was a lot of interest in the parade and vendors. He said he hoped to see donations come in in order to equal previous festivals.

COUNCIL COMMENTS/CALENDAR

It was noted that there would be a Peter B. Stickley Foundation meeting on Thursday evening.

There being no further business, Council member Grim moved to adjourn at 7:50 p.m. and the motion carried.

Ray E. Ewing, Mayor Ray Ewing

Dianne L. MacMillan, CMC, Town Clerk